



**Position Title:** Outdoor School Lead

**Job Type:** Limited Duration. At-will, Full Time, Exempt (1.0 FTE, 40 hours/week)

**Compensation:** \$17/hour

**Anticipated Duration:** May 1-June 7, 2023

**Job Location:** Remote. Home offices in Sweet Home, OR. Outdoor School at Camp Tadmor in Lebanon, OR.

**Reports to:** Executive Director, South Santiam Watershed Council (SSWC)

**Closing Date:** Open until filled

### Overview

The South Santiam Watershed Council is seeking an enthusiastic individual to help coordinate this year's Outdoor School (ODS) and serve as the onsite lead for the ODS session. The ODS Lead will work closely with the SSWC Education Coordinator to assist with planning and implementation of ODS for Sweet Home School District. The majority of the work will take place at the ODS field campus at Camp Tadmor outside of Lebanon, Oregon.

Outdoor School is an experiential educational program where 6th grade students attend school 24-hours a day in a beautiful outdoor setting. As an extension of the classroom, ODS offers a hands-on, practical approach to learning about the natural world. Previous years have included sessions on wildlife biology, fire ecology, fishing, archery, and nature writing.

### Main Duties and Responsibilities

- Assist in planning, coordination, set-up and take down of 2023 Outdoor School for Sweet Home School District
- Attend meetings and assist in trainings with High School chaperones
- Attend the ODS camp
- Stay overnight at Camp Tadmor during ODS
- Serve as the lead and primary point of coordination for:
  - teachers, parent volunteers, learning groups and camp support staff
  - the SSWC ODS Intern
  - maintaining the event schedule
  - ensuring safety protocols and rules are followed
- Maintain positive and productive partnerships with local school districts, federal, and state partners
- Model and uphold a foundation of inclusion and equity

### Education and Experience

- An Associate's degree, Bachelor's degree or higher in the field of education, natural resources or related; **OR** working towards a Bachelors or Associates degree; **OR** five years experience working with youth education programs, volunteer/event coordination, interpretation
- Preference given for applicants with experience implementing youth education programs or projects, especially for large groups

## Preferred Knowledge, Skills and Abilities

- Experience with natural resource education, especially related to Outdoor school
- Excellent verbal, writing and presentation skills
- Fluency in written and spoken English
- Ability to convey complex information simply to a variety of audiences
- Highly organized, efficient and detail oriented
- Ability to work with a large, diverse group of community members and partners
- Ability to work independently when needed
- Comfort working with changing and uncertain conditions
- Commitment to compassionate communication
- Willingness to work a flexible schedule, including some evenings
- Stay overnight during ODS

## Timeline and Compensation

The weeks of May 1, May 8, May 15, May 22, and June 5-7: 40 hours/week, flexible hours. Will include some classroom time and evening meetings with parents and school staff.

The week of May 29: May 29 is a paid holiday. May 30 is ODS set-up on site. ODS is May 31-June 2, with students arriving in the morning on May 31 and leaving in the afternoon on June 2. 40+ hours, with hours over 40 compensated at 1.5x.

Hourly rate is \$17/hour. Mileage reimbursement for personal vehicle use is at the current federal rate, calculated from the Sweet Home home office.

## Physical Demands and Work Environment

- Work will mainly take place at ODS site in Lebanon and at ODS Lead's remote work location
- Occasional work may take place at the U.S Forest Service, Sweet Home Ranger District office
- Job duties will be performed both inside an office environment and outdoors in the field
- Field work may occur in inclement weather such as cold, rain or snowy conditions
- Job may require bending, climbing, crawling, kneeling, lifting up to 35 pounds, pulling, sitting, walking or hiking over rough rocky terrain, over steep slopes and working in cold water
- Some weekend and evening work will be required, particularly during Outdoor School
- A valid Oregon driver's license is required, as well as access to an insured personal vehicle
- Employee must pass a background check to work with youth

## How to Apply

Interested individuals should submit the following as a **single PDF** to [director.sswc@gmail.com](mailto:director.sswc@gmail.com), with a subject line that indicates their last name and the position title (i.e. "Browne\_ODS Lead Application Materials."

Application period open until at least **April 17, 11:59pm Pacific Standard Time** or until filled. Incomplete applications, or materials submitted that do not follow the application instructions provided here will not be accepted. **Applications will be reviewed upon receipt and top candidates will be contacted for interviews.**

- **Letter of Interest** of no more than 2 pages. Include statements describing the skills and background you have that meet the specific knowledge, skills and abilities sought for this position.
- **Resume** of no more than 2 pages. Please include at least three professional references.
- **Equity, Diversity and Inclusion Statement** of no more than 1 page. Discuss your experiences, education, and commitment to EDI. Provide a concrete example of your commitment and how you might apply it to your work in this position.

**Equal Employment Opportunity**

We believe that diverse perspectives strengthen an organization and encourage people with diverse backgrounds and life experiences to apply. The SSWC is an equal opportunity employer and prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status.

We recognize that women, people of color, trans and nonbinary folks, and others who identify with communities that have been marginalized are less likely to apply unless they meet all qualifications. We are invested in finding the person best for this position and encourage applicants who are interested in applying to consider their lived experiences, community roles and self-directed learning as part of their qualifications.

**COVID-19 Vaccination Requirement:** The SSWC is committed to providing a safe, comfortable, and productive work environment for its employees. The SSWC requires all staff to be fully vaccinated for COVID-19. Accommodations for exemptions will be provided as required by law.